

No. FC-7/1/2020-e-FD  
GOVERNMENT OF MANIPUR  
SECRETARIAT: FINANCE DEPARTMENT

OFFICE MEMORANDUM  
Imphal, the 15 December, 2025

**Subject:** Deposits by Government Departments to be captured on e-GRAS

1. The State Government's e-GRAS (Electronic Government Receipt Accounting System) portal which was launched on 27.03.2021, has been providing a platform for collection of receipts of all Departments of the State Government (tax and non-tax), in addition to the conventional methods of payment, through **an online payment system** for the past two years.
2. It has been observed that Government Departments are still depositing various receipts like agency charge, salary reimbursements, miscellaneous receipts, interest, unknown deposits etc. through manual challan which are routed through the concerned Treasuries. This manual system creates delays in finalization of Treasury accounts as such receipts are not captured digitally.
3. It has now been decided to stop the system of manual challan **effective from 01.01.2026**. Although deposits can be done via cheques, manual challans will no longer be accepted by Treasuries or banks for deposit to the State Government account. Instead, all challans, including payment by cheque, will now have to be generated online on e-GRAS as 'e-challan'.
4. The following procedure will be followed by Government departments for deposit to the State Government account using e-GRAS:
  - (i) The Government department will click the tab 'Pay without Registration' on the home page of the website [www.egrasmanipur.nic.in](http://www.egrasmanipur.nic.in)
  - (ii) The department will choose the relevant fields for deposit (mapping provided in Annexure for additions in the e-GRAS portal)
  - (iii) In the payment details the Department will click the field 'Deposit by Government Department' which will direct the department to the page from which the e-challan can be downloaded
  - (iv) The e-challan will be deposited with the cheque for the amount mentioned in the e-challan and deposited to the Bank linked with the Treasury which is the designated Treasury for the Department (e.g. *General Administrative Department linked to Imphal Sub Treasury, which is linked to SBI, Secretariat*

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*Branch, Babupara). Departments no longer have to visit the treasury for such challan deposits*

- (v) The linked Bank will deposit the submitted amount through cheque as per extant guidelines and practice
- (vi) There will be no charges on these deposits by Government Departments to the State Government account

5. To aid in the deposit by State Government Departments, the mapping of the relevant deposit heads of accounts for different types of deposits are enclosed as **Annexure-I**. The list of treasuries and their linked banks is enclosed as **Annexure-II**.

6. The accounting for these deposits will be done by the concerned treasury as per existing practice and there will be no change in the accounting process.

7. This issues with the approval of the Competent Authority.

*N. Ashok Kumar*  
15 Dec 2025  
(N. Ashok Kumar)  
Commissioner (Finance)  
Government of Manipur

**Copy to:**

1. Secretary to the Hon'ble Governor, Manipur
2. Staff Officer to the Chief Secretary, Government of Manipur
3. All Administrative Secretaries, Government of Manipur
4. The Accountant General (A & E), Manipur
5. The Registrar General, Hon'ble High Court of Manipur
6. Secretary, Hon'ble Manipur Legislative Assembly
7. All Heads of Departments.
8. The Regional Director, RBI, Guwahati.
9. Regional Manager, State Bank of India, Babupara.
10. Director, Treasuries & Accounts, Manipur – to circulate to all Treasuries
11. All Officials of Finance Department
12. *Linked banks (SBI, PNB, UCO etc.)*
13. Relevant file

*15/12/2025*  
(Neilenthang Telien)  
Special Secretary (Finance)  
Government of Manipur

**Annexure-I**

| Sl. No. | Types of deposit  | Department on e-GRAS | Payment type  | Treasury                      | Office name                              | Scheme name   | Receipt HoA |
|---------|---|----------------------|---|-------------------------------|--|---|-------------|
| 1       | Agency Charge   |                      | Agency Charge   |                               | Agency Charge                            | 0075-800  |             |
| 2       | Reimbursement of CSS salaries                           |                      | Reimbursement of CSS salaries                           |                               | Reimbursement of CSS salaries            | Enclosure   |             |
| 3       | Miscellaneous deposits (not allotted to any department) | Finance Department   | Miscellaneous deposits (not allotted to any department) | Linked treasury of department | Name of Depositing Department/ Agency    | Miscellaneous deposits (not allotted to any department)                       | 0075-101    |
| 4       | Deposit of unutilized state share of CSS                |                      | Deposit of unutilized state share of CSS                |                               | Deposit of unutilized state share of CSS | To be created in consultation with Finance Department on a case-to-case basis |             |
| 5       | Deposit of interest of state share                      |                      | Deposit of interest of state share                      |                               | Deposit of interest of state share       |   | 0049-04-800 |

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**Enclosure**

| <b>Sl. No.</b> | <b>Department</b> | <b>CSS</b>   | <b>Receipt HoA</b> |
|----------------|-------------------|--|--------------------|
| 1              | Social Welfare    | ICDS Anganwadi Services                                | 0235-60-800        |
| 2              | Social Welfare    | ICPS Mission Vatsalya                                  | 0235-60-800        |
| 3              | Health            | National Health Mission                                | 0210-02-800        |
| 4              | Health            | Infrastructure Maintenance for Health (Family Welfare) |                    |
| 5              | Education         | Samagra Shiksha  | 0202-01-101        |
| 6              | Education         | Mid Day Meal (PM POSHAN)                               | 0202-01-101        |
| 7              | Minor Irrigation  | Irrigation Census                                      |                    |

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Annexure-II

| Sl. No. | Name of Treasury / Sub-Treasury | Linked Bank / Branch               |
|---------|---------------------------------|------------------------------------|
| 1       | Bishnupur Treasury              | UCO / Bishnupur                    |
| 2       | Chandel Treasury                | SBI / Chandel                      |
| 3       | Churachandpur Treasury          | PNB / Churachandpur                |
| 4       | Imphal East Treasury            | PNB / Imphal                       |
| 5       | Imphal Sub-Treasury             | SBI / Secretariat                  |
| 6       | Imphal Treasury                 | SBI / MG Avenue                    |
| 7       | Jiribam Treasury                | PNB / Jiribam                      |
| 8       | Kangpokpi Sub-Treasury          | SBI / Kangpokpi                    |
| 9       | Lamphel Treasury                | SBI / Paona                        |
| 10      | Moirang Sub-Treasury            | SBI / Moirang                      |
| 11      | Moreh Sub-Treasury              | PNB / Moreh                        |
| 12      | Wangoi Sub-Treasury             | SBI / Wangoi                       |
| 13      | Senapati Treasury               | SBI / Senapati                     |
| 14      | Tamenglong Treasury             | PNB / Tamenglong                   |
| 15      | Thoubal Treasury                | SBI / Thoubal and<br>PNB / Thoubal |
| 16      | Ukhrul Treasury                 | PNB / Ukhrul                       |
| 17      | Kakching Sub-Treasury           | PNB / Kakching                     |
| 18      | Saitu Gamphazol Sub-Treasury    | SBI / Gamnom Sapormeina            |
| 19      | Tadubi Sub-Treasury             | SBI / Tadubi                       |

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